

**DEPARTMENT OF TRANSPORTATION
JOB OPPORTUNITY
Processing Technician
Bureau of Aviation
Bradley International Airport**

PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!

Open To: State Employees (see "eligibility" section below)
Location: Bradley International Airport, Windsor Locks, CT, Badging Office
Job Posting No: 94131
Hours: 40 hours per week
Salary: Salary grade CL-16
Closing Date: May 7, 2013, 4:00 p.m.

Position Description: There is a Processing Technician position opportunity in the Bureau of Aviation at Bradley International Airport. This position is full time, 40 hours per week and is open to eligible State employees. The selected candidate must be able to pass a thorough criminal background check and a security examination in order to obtain a Bradley Airport Security Badge which is required for employment. This position is in the Clerical bargaining unit.

This position is in the Bureau of Aviation which will soon be separating from the Department of Transportation (DOT) to become the Connecticut Airport Authority (CAA). If this position is filled prior to the effective date of transfer of staff from the DOT to the CAA, the incumbent will be transferred with current staff. If this position is filled after the effective date of transfer of staff, the incumbent will be a CAA employee upon hire.

The candidate selected for this position will be assigned to the Badging Office. Duties and responsibilities will consist of providing a high-level of customer service, ensuring compliance with federal regulations and state policies pertaining to security badge issuance, ensuring recordkeeping compliant with federal requirements, filing, generating written correspondence, operating the badge system, overseeing the training room, collecting badge fees and maintaining receipt book, scheduling appointments for fingerprinting and badge testing, taking fingerprints (physical contact with customers' hands required), maintaining key inventory database, reviewing and approving badge applications, conducting various audits, reviewing personal identification, explaining policies and procedures, creating and running reports, and other related duties as required.

To be successful in this position, a candidate should have excellent organizational skills, strong attention to detail and be able to complete assignments within specified deadlines. Candidates should possess good computer skills including report writing skills. The Badging Office and this position serve the public directly and are highly visible to the public. As such, this position requires a high level of professionalism, excellent interpersonal skills, strong oral and written communication skills and very good attendance. Preferred qualifications: Fluency in Spanish; experience processing applications and/or serving the public in a face-to-face setting; experience and/or training in the aviation field and/or in the security field; and experience understanding and working with regulations and guidelines issued by governmental agencies, especially TSA, FAA and related agencies.

Eligibility: Candidates must have passed the Processing Technician exam and be on the current certification list promulgated by the Department of Administrative Services for this title. State employees currently holding this title or those who have previously attained permanent status since their last date of hire may apply for lateral transfer.

Application Instructions: Submit a cover letter, completed [application \(State of CT form CT-HR-12\)](#), resume and copies of last two service ratings received to:

**Ms. Jacqueline Ouellette, Principal Human Resources Specialist
Department of Transportation
Bureau of Finance and Administration
PO Box 317546, 2800 Berlin Turnpike
Newington, CT 06131-7546**

Applications must be received by the closing date and time stated above. Interviews will be limited to candidates whose experience and training most closely meet the requirements of this position. Applicants may refer to the DAS website at <http://das.ct.gov/HR/JobspecNew/JobSearch.asp> to view the job specification. Applications forms are available at: <http://das.ct.gov>. The resulting candidate pool may be used to fill additional positions in the same classification within 12 months.

Due to the large volume of applications received, we are unable to confirm receipt or provide status updates during the recruitment process. Please refrain from contacting us for these purposes.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules.

AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.